



HOW TO UPDATE YOUR PROGRAM IN THE MENTOR MICHIGAN DIRECTORY

- 1) Type www.mentormichigan.org in your web browser's navigation bar.
 - a. Click on "Directory of Mentoring Programs"
 - b. Click on "Update your mentoring program"

The screenshot shows the Mentor Michigan website interface. The top navigation bar includes links for Michigan.gov Home, Mentor MI Home, State Web Sites, and Contact Us. A search bar is located on the right. The main content area features a 'Welcome!' message and a 'Become A Mentor' section with a photo of a mentor and mentee. Below this is a section for the 'Fourth Annual Michigan's Premier Mentoring Conference Materials'. On the left sidebar, the 'Directory of Mentoring Programs' link is circled in red. The right sidebar contains a 'Quick Links' section with various service links.

- 2) Log in using your Administrator's email address and password (case sensitive).

Sign In

If you already have a program listing, please log in to view or update your mentoring program profile and manage your volunteers.

LOGIN

Username:

Password:

Forgot your username or password? [Click Here](#)

3) Select the mentoring program you wish to update from the list that appears.

The screenshot shows the MentorPRO Program Administrator dashboard. At the top, there is a navigation bar with 'Dashboard', 'Groups', 'Users', 'Volunteers', and 'Resources'. Below this, the 'Dashboard' page is displayed with a 'Welcome' message and a 'Reminders' section showing 0 volunteer express interests. The 'Programs' section contains a table with the following data:

Program Name	Program Contact	Date Last Updated	Total Volunteers	New Volunteers
TEST Mentoring Program		06/30/2011	1	0

Red arrows point to the 'TEST Mentoring Program' row in the table.

4) Review and edit your program information for each page. A grey bar, on the left hand side of the page, will list the following categories:

- Program Information** – containing basic contact information, program description, and program details, including ZIP codes served.
- Program Administrator** – containing contact information for the program administrator and contact person. The administrator is the individual that has access to update the record. The contact person will receive volunteer referral notifications.
- Program Structure** – containing information about background checks and screening as well as demographic information about mentors/mentees in your program.

The screenshot shows the 'Profile' edit page. On the left, a grey navigation bar contains three categories: 'PROGRAM INFORMATION', 'PROGRAM ADMINISTRATOR', and 'PROGRAM STRUCTURE'. Red arrows point from these categories to the main form area. The main form area has a title 'Profile' and three sections: 'Program Information' (labeled 'a'), 'Program Administrator' (labeled 'b'), and 'Program Structure' (labeled 'c'). The 'Program Information' section contains the following fields:

- Mentoring Program Name * (with a red asterisk): TEST Mentoring Program
- Parent Organization: [Empty text box]
- External ID Number: [Empty text box]
- FIN: [Empty text box]

Make sure to hit "Save" at the bottom of each page to update your profile information, otherwise your changes will be lost!

7) In addition, you can use the tab on the top menu to perform a number of other tasks:

The screenshot shows the MentorPRO Program Administrator interface. At the top, the logo 'mentorPRO' and the title 'Program Administrator' are visible. Below this is a navigation menu with five tabs: 'Dashboard', 'Groups', 'Users', 'Volunteers', and 'Resources'. Each tab is circled in red, and a red arrow points from the corresponding lettered callout (a-e) below to the tab. The 'Dashboard' tab is currently selected. Below the navigation menu, the page title 'Dashboard' is displayed, followed by a 'Welcome' message. There are sections for 'Reminders' (showing 0 volunteer express interests) and 'Programs' (a table with columns for Program Name, Program Contact, Date Last Updated, Total Volunteers, and New Volunteers).

a. Dashboard: Navigate back to your home page

b. Groups: Add or view another mentoring program from your organization

c. Users: Review and edit your administrator profile

d. Volunteers: View information about the volunteers that have expressed an interest in your program

e. Resources: View a list of frequently asked questions (FAQs) and accessing help topics

8) Updating your record frequently ensures that your program is at the top of the list when volunteers search for programs in your area. So, be sure to login frequently to make sure your information is up-to-date. Additionally, correct contact information (email and phone numbers) ensures that interested volunteers can connect with your program!